## Sanitized Copy Approved for Release 2010/11/10: CIA-RDP88G00186R000700830020-6 ABMINISTRATIVE - INTERNAL USE ONLY

MEMORANDUM FOR: See Distribution

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FROM:

Chief, Headquarters Operations, Maintenance and Engineering Division, OL

SUBJECT:

Responsibilities of Senior Support Officers at Agency-Occupied External Buildings During

Emergencies

REFERENCES:

Memorandum from DDA, dated 21 November 1984, Subject: Agency Emergency Support Plan (OL 10289-84)

dated 30 October 1984, В. Agency Emergency Support Plan

- In Reference A you were advised by the Deputy Director for Administration (DDA) that you were designated as the emergency coordinator for your building during emergency situations which required activation of the Emergency Support Center. (Please see Reference B for information regarding the Agency Emergency Support Plan.)
- The Chief, Headquarters Operations, Maintenance and Engineering Division, OL, as head of the Emergency Support Center, is the single emergency coordinator for support to all Agency employees and components during an emergency. However, you are responsible for requisitioning from the Building Services Branch, HOME/OL and storing (so that they will be readily accessible) any cots, sleeping bags, sheets, blankets, pillows, pillowcases, and/or rations which you feel might be required in emergency situations.
- 3. Very limited government transportation will be provided from home to office for designated key employees as outlined in Reference B. In general, Agency employees are responsible for their own transportation during emergencies.
- 4. Although there is a DDA Emergency Procedures handbook, we are unaware of a plan for each of the outlying buildings. It is suggested that you prepare specific guidelines to be followed at your building during emergency situations.

OL 10039-85

## ADMINISTRATIVE -- INTERNAL USE ONLY

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STAT	OL/HOME:		(1	Mar 8	5)			

21 November 1984

MEMORANDUM FOR: See Distribution

FROM:

Harry E. Fitzwater

Deputy Director for Administration

SUBJECT:

Agency Emergency Support Plan

REFERENCE:

dated 30 October 1984

**STAT** 

Same Subject

This is to confirm that you have been designated as the emergency coordinator for your building under the direction of the Chief, Headquarters Operations, Maintenance and Engineering Division. The Emergency Support Center will be located in Room 1J45 Headquarters Building and can be contacted on extension The Center will be the focal point of contact during emergencies. This is an important activity in support of Agency personnel, and your cooperation and participation are appreciated.

**STAT** 

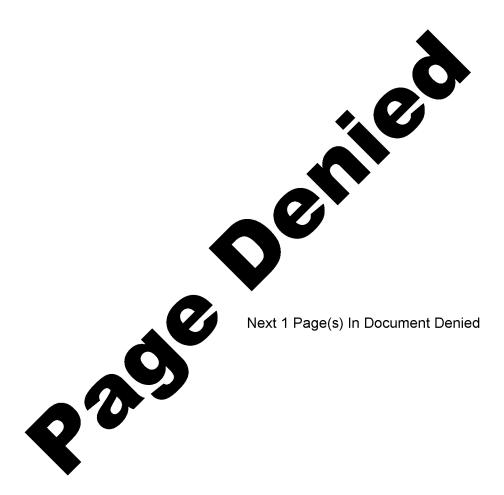
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Harry E. Fitzwater

Unclassified when separated from attachments

OL 10289-84

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